HOW TO USE THE AWARDS SYSTEM

Headquarters, U. S. Marine Corps

SECTIONS:

1. ACCESSING THE WEBSITE
2. REGISTRATION
3. REQUESTING FORGOTTEN PASSWORD OR USERNAME
4. UPDATING REGISTRATION
5. SUBMITTING AN AWARD
6. SUBMITTING A UNIT AWARD
7. UPDATING/REVIEWING AN AWARD
8. AWARDING AUTHORITY (BASIC AWARDING CHAIN GIVEN)
9. SUBMITTING A COMBAT ACTION RIBBON OR HUMANITARIAN SERVICE VIA WEBSITE
10. FIELDS ON 1650 THAT CAN BE CHANGED ONLY BY HQMC – (FAQ's ALSO ADDED)
11. ARCHIVE AWARDS
12. AWARD STATUS (CURRENT/UNIT) (STATUS CODES)
13. OTHER GOOD SOURCES OF INFORMATION ON WEBSITE

POINT OF CONTACT FOR THIS INSTRUCTION IS:

HJORTEN, M.E. SSGT, MMMA, HQMC USMC

MICHAEL.HJORTEN@USMC.MIL

ROBERTS, J.K.CAPT, MMMA, HQMC

ROBERTSJK@MANPOWER.USMC.MIL

AWARDS SMB MAILBOX

HQMCAWARDS@USMC.MIL

PHONE COMM: 703-784-9342/43 DSN PREFIX: 278
FAX: 9866

LAST UPDATED:

5 MAY 2005

STEPS FOR USER FROM BEGINNING TILL END OF PROCESS

REGISTRATION

1. **GO TO WEBSITE** **Awards Website Direct Link**

   A. ALSO TRY THE FOLLOWING:

   (1) WWW.MANPOWER.USMC.MILUNDER LINKS: AWARDS

   B. IF PROBLEMS OCCUR GETTING INTO THE WEBSITE; CHECK THE FOLLOWING:

   (1) USING INTERNET EXPLORER 5.0 OR HIGHER

   (2) SECURITY IS SET TO 128 BIT

   (3) IF STILL NO ACCESS, CHECK OTHER USERS IN THE UNIT TO SEE IF THEY

   HAVE ACCESS

   (4) IF (3) HAS BEEN DONE AND THEY DO HAVE ACCESS CONTACT YOUR G/S-6

   (5) IF (3) HAS BEEN DONE AND THE UNIT IS DOWN AS A WHOLE CONTACT

   HQMC – THE SYSTEM MAY BE DOWN

2. **REGISTRATION** (AS SHOWN ABOVE ON UPPER LEFT HAND SIDE)

   (THIS PROCESS IS THE SAME FOR UNIT REGISTRATION)

   A. ONCE IN REGISTRATION CLICK YES/NO FOR VIRUS UPDATED

   (1) ALL USERS ON A NON-GOVERNMENT PC WILL NOT BE ALLOWED TO

   GET INTO THE AWARDS SYSTEM

   B. FOLLOW THROUGH THE FORM AND FILL IT OUT IN ALL REQUIRED FIELDS.

   (1) EMAIL ADDRESS – IF NOT SURE PLEASE LOOK INTO OUTLOOK GAL

   (2) AWARDING AUTHORITY - ONLY FOR COMMANDERS TO FILL IN;

   ALL OTHER USERS WILL LEAVE IT AS NO.

   C. ONCE COMPLETE AND CONFIRMATION HAS BEEN RECEIVED. USERS MUST

   WAIT 2-3 HOURS BEFORE USING THE SYSTEM IN ORDER FOR THE ACCOUNT TO

   TAKE EFFECT ON THE SERVER. **EVEN IF YOU HAVE RECEIVED YOUR**

   CONFIRMATION.

Marines
Awards Web Site
Users from .mil sites
If you are a user from a .mil network location, click here to access and process unit or individual awards. You must be registered to originate, review, process, or approve an award
Process Awards
Users from non .mil sites
If you are a user from other than a .mil network location, click here to access public information on awards.
Awards Information
Marines
Headquarters, U. S. Marine Corps
Awards Processing System
Military Awards Branch Home Page
Update and Forgot Info
New User/Unit Registration
Marines
New users
Current users
Forgot your password?
Forgot your username?
Update your registration

3. **REQUESTING FORGOTTEN PASSWORD OR USERNAME**

A. GO TO REGISTRATION, THEN REGISTRATION/UPDATE

B. CLICK ON PROPER REQUEST FOR WHAT THE USER IS REQUESTING.

C. FILL FORM OUT AND WAIT FOR RETURN OF REQUEST.

4. **CHANGING INFORMATION IN REGISTRATION**

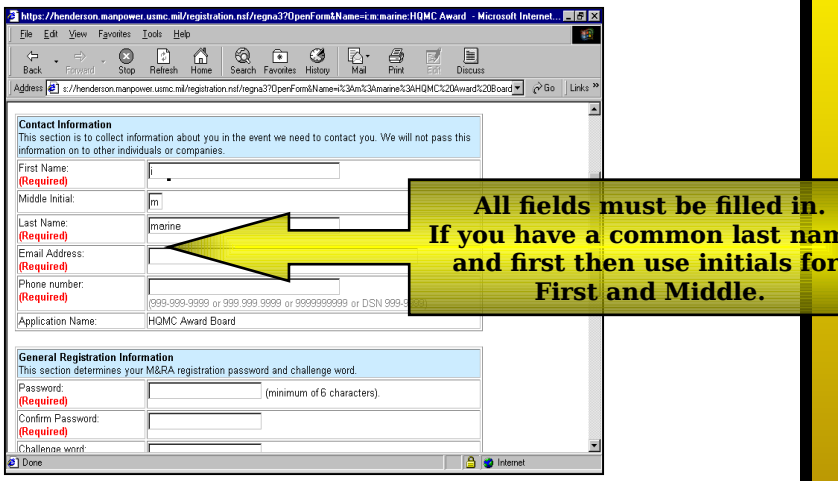
A. GO TO REGISTRATION, THEN REGISTRATION/UPDATE

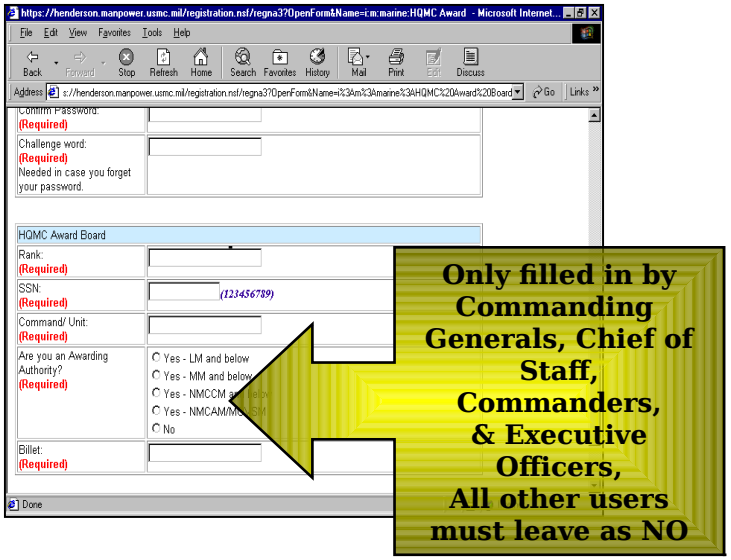
B. CLICK ON UPDATE REGISTRATION AND LOGIN

C. THE ONLY FIELD WE RECOMMEND YOU NOT CHANGE IS YOUR PASSWORD.

IF IT NEEDS CHANGED, PLEASE SEND AN EMAIL REQUEST TO:

AWARDS@MANPOWER.USMC.MIL


Contact Information
This section is to collect information about you in the event we need to contact you. We will not pass this information on to other individuals or companies.
First Name: (Required)
Middle Initial:
Last Name: (Required)
marine
Email Address: (Required)
Phone number: (Required)
Application Name:
HQMC Award Board
General Registration Information
This section determines your M&RA registration password and challenge word.
Password: (Required)
(minimum of 6 characters).
Confirm Password: (Required)
All fields must be filled in.
If you have a common last nam
and first then use initials for
First and Middle.



SUBMITTING A PERSONAL AWARD RECOMMENDATION

5. **SUBMITTING AN AWARD**

A. CLICK ON PERSONAL AWARD LINK ABOVE THE PICTURED MEDALS

AND RIBBONS

B. LOGIN USING YOUR INFORMATION

C. WEB PAGE WILL THEN ASK YOU FOR SOCIAL SECURITY NUMBER,

PUT IN THE SSN OF THE RECIPIENT OF THE AWARD.

(1) REMEMBER, THIS AUTO POPULATE FEATURE ONLY FUNCTIONS

FOR U.S. MARINES (LOCATED UNDER THE SSN OF THE 1650)

D. FILLING OUT THE 1650

(1) **THINGS TO REMEMBER**:

* THE COMMAND POC BLOCK: THE EMAIL IN THIS BLOCK WILL

BE NOTIFIED OF THE PROCESS, NOT THE PREPARER

* NO ENLISTED SIGNATURES IN BLOCKS 22-24

* ORIGINATOR – MUST BE A COMMISSIONED OFFICER AND

MUST BE SENIOR TO THE MARINE BEING AWARDED.

* SUMMARY OF ACTION – REQUIRED FOR IMPACT OR END OF

TOUR.

* CITATION – MUST BE 1225 CHARACTERS OR LESS FOR A NA AND

NC, THIS IS COUNTING SPACES (SEE BELOW FOR TIP)

- GO TO WORD AND GO TO TOOLS AND WORD COUNT, HERE IT

WILL COUNT THE CHARACTERS WITH SPACES

* IF THE AWARD COMES TO CMC FOR A WE ARE

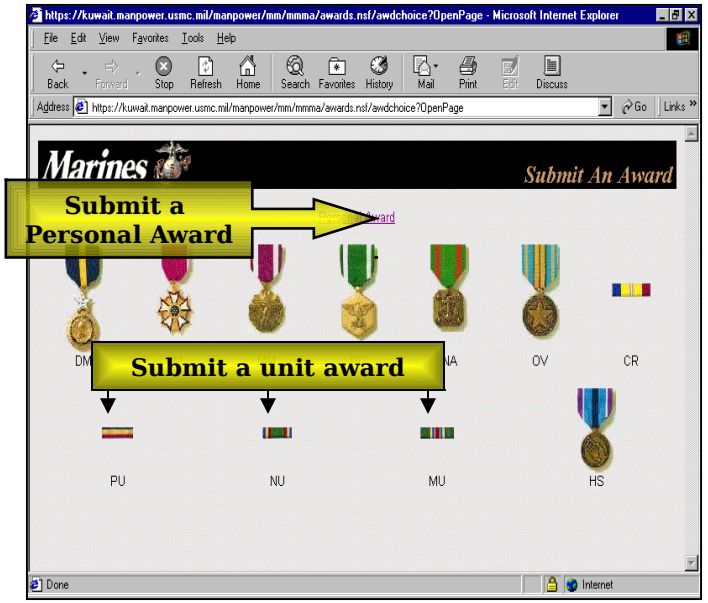
LOOKING FOR ALL OF THE ABOVE AN HE FOLLOWING:

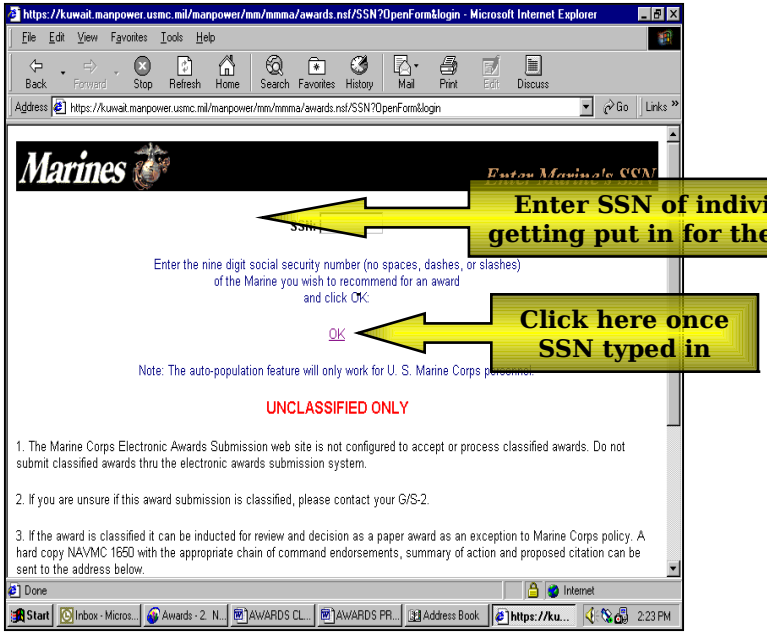
- ALL PREVIOUS AWARDS MUST HAVE DATES, WHETHER

AWARDED DATE OR TO & FROM DATES

- NEW DUTY STATION ADDRESS IF TRANSFER

- NUMBER OF YEARS IF RETIRING




https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/SSN?OpenForm&login - Microsoft Internet Explorer
Marines
Enter SSN of individual getting put in for the awa
Enter the nine digit social security number (no spaces, dashes, or slashes) of the Marine you wish to recommend for an award and click OK
OK
Click here once SSN typed in
UNCLASSIFIED ONLY
1. The Marine Corps Electronic Awards Submission web site is not configured to accept or process classified awards. Do not submit classified awards thru the electronic awards submission system.
2. If you are unsure if this award submission is classified, please contact your G/S-2.
3. If the award is classified it can be inducted for review and decision as a paper award as an exception to Marine Corps policy. A hard copy NAVMC 1650 with the appropriate chain of command endorsements, summary of action and proposed citation can be sent to the address below.

SUBMITTING A PERSONAL AWARD CONT.

F. SENDING TO NEXT PERSON IN CHAIN: ONCE ALL BLOCKS

ARE FILLED OUT AND THE AWARD IS READY TO BE SENT

TO THE NEXT PERSON, PUT THEIR EMAIL ADDRESS IN THE

FORWARDING ADDRESS BLOCK AT THE TOP. YOU MAY CC

THE AWARD TO ANY OTHER PERSONNEL THAT MAY NEED TO

SEE THE AWARD.

(1) SEARCH FEATURE FOR EMAIL ADDRESS (LOCATED NEXT

TO FORWARDING EMAIL ADDRESS):

- THIS FUNCTION IS USED FOR SEARCHING FOR AN

EMAIL ADDRESS OF WHOM YOU ARE TRYING TO SEND

THE AWARD TO.

- WHEN USING THE SEARCH METHOD PLEASE REMEMBER

THE FOLLOWING

- FULL LAST NAME

- IF A NAME DOESN'T PULL UP THAT PERSON MAY

NOT BE REGISTERED WITH APS

- YOU MAY ALSO JUST MANUALLY TYPE IN THE EMAIL

ADDRESS OF THAT INDIVIDUAL

(2) ONLY ONE PERSON'S EMAIL ADDRESS CAN BE PUT IN

EACH OF THESE BLOCKS. IF YOU HAVE MORE THEN 2

PEOPLE TO SEND THE AWARD TO, YOU CAN LOG INTO

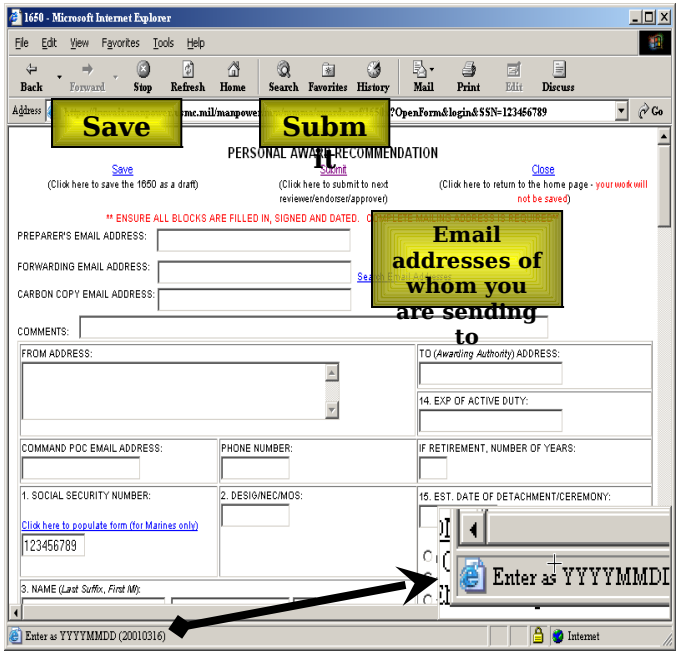
THE AWARD AGAIN AND SENT IT ON, OR FORWARD

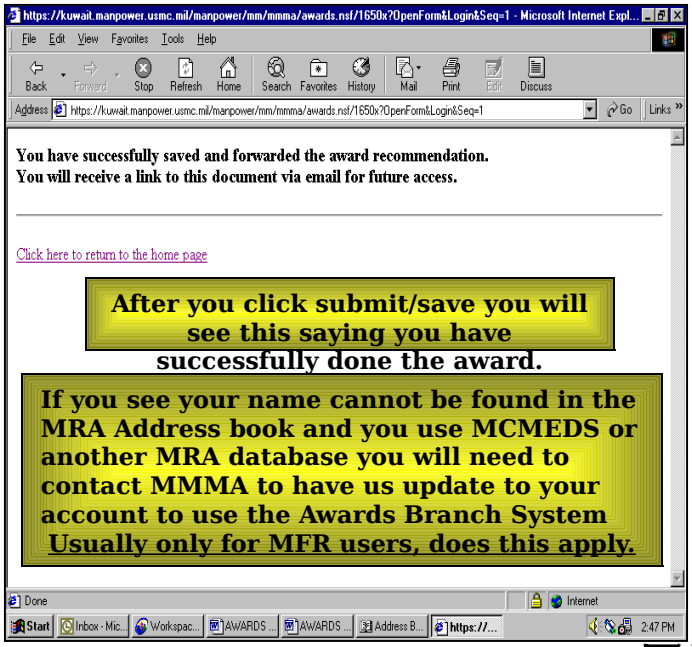
YOUR EMAIL WITH THE LINK ATTACHED TO THAT

INDIVIDUAL OR INDIVIDUALS.

G. SAVING AN AWARD: TO SAVE AN AWARD HIT SAVE AND A

PROMPT BOX WILL ASK WHERE YOU WOULD LIKE TO HAVE




You have successfully saved and forwarded the award recommendation.
You will receive a link to this document via email for future access.
Click here to return to the home page
After you click submit/save you will see this saying you have successfully done the award.
If you see your name cannot be found in the MRA Address book and you use MCMEDS or another MRA database you will need to contact MMMA to have us update to your account to use the Awards Branch System
Usually only for MFR users, does this apply.

SUBMITTING A PERSONAL AWARD CONT.

H. SENDING AN AWARD RECOMMENDATION TO HQMC FOR ACTION

ONCE AN AWARD IS COMPLETED THROUGH THE CHAIN AND READY TO

BE SENT TO HQMC WHETHER FOR APPROVAL OR TO BE SENT TO HQMC

TO BE ARCHIVED AND SENT TO THE MARINE'S OMPF.

(1) TO SEND TO HQMC CLICK ON THE LINK SHOWN TO THE RIGHT, THIS

WILL SUBMIT THE AWARD TO HQMC FOR ACTION, UPON ITS

ARRIVAL IT W
TO MMSB

FOR OMPF IN

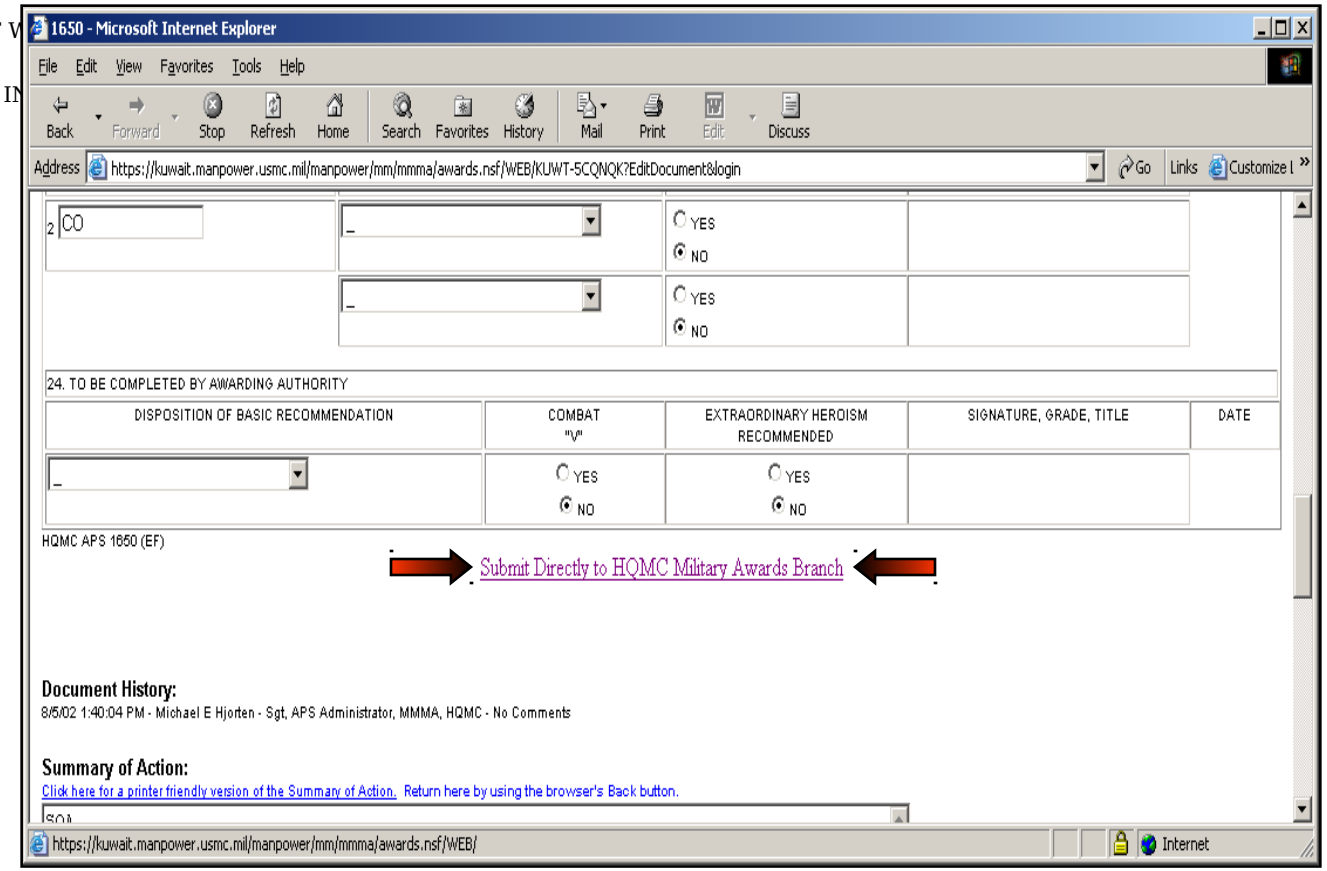
I. OTHER INFORMATION TO KNOW WHEN SUBMITTING AN AWARD

- TO PRINT A FRIENDLY VERSION THERE IS A LINK ABOVE EACH SECTION

  (1650, & SOA)

- TO ADD A VIA BLOCK – THERE IS A SMALL LINK UNDER VIA COMMAND

  TO ADD THOSE BLOCKS IN


1650 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/WEB/KUWT-5CQNQK?EditDocument&login
Go Links Customize l
2 CO
YES
NO
24. TO BE COMPLETED BY AWARDING AUTHORITY
DISPOSITION OF BASIC RECOMMENDATION
COMBAT "V"
EXTRAORDINARY HEROISM RECOMMENDED
SIGNATURE, GRADE, TITLE
DATE
HQMC APS 1650 (EF)
Submit Directly to HQMC Military Awards Branch
Document History:
8/5/02 1:40:04 PM - Michael E Hjorten - Sgt, APS Administrator, MMMA, HQMC - No Comments
Summary of Action:
Click here for a printer friendly version of the Summary of Action. Return here by using the browser's Back button.
https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/WEB/
Internet

6. **SUBMITTING A UNIT AWARD**

A. CLICK ON UNIT AWARD RIBBON FOR WHICH SUBMITTING

B. LOGIN USING YOUR INFORMATION

C. WEB PAGE WILL THEN ASK YOU FOR THE NAME OF THE UNIT

D. FILLING OUT THE UNIT AWARDS FORM

(1) THINGS TO REMEMBER:

* NO ENLISTED SIGNATURES IN THE SIGNATURE BLOCKS

* ORIGINATOR SIGNATURE MUST BE HIGHER HEADQUARTERS

PUTTING THE SUBORDINATE UNIT IN FOR THE AWARD

* MUST GO THROUGH PROPER CHAIN, VIA COMMANDS NUC –

SECNAV AND MUC – CMC **(IF VIA COMMANDS ARE NOT**

INSERTED ONCE ORIGINATED THE AWARD WILL NEED TO

BE STARTED FROM SCRATCH SO PLEASE REMEMBER ALL

COMMANDS IN CHAIN TO APPROVAL AUTHORITY)

* MAKE SURE ALL BLOCKS ARE FILLED WITH DETAIL TO WHAT

UNITS ARE ENTITLED TO THIS AWARD IF OTHER PERSONNEL

BESIDES THE UNIT WAS ATTACHED.

* MAKE SURE TO USE A BY-NAME LISTING ON THE BLOCKS

NEEDED.

E. SENDING TO NEXT PERSON IN CHAIN: ONCE ALL BLOCKS ARE

FILLED OUT AND THE AWARD IS READY TO BE SENT TO NEXT

PERSON, PUT THEIR EMAIL ADDRESS IN THE FORWARDING

ADDRESS BLOCK AT THE TOP. YOU MAY CC THE AWARD TO ANY

OTHER PERSONNEL THAT MAY NEED TO SEE THE AWARD.

(1) ONLY ONE PERSON CAN BE PUT IN EACH OF THESE

G. **ONCE SAVED OR SUBMITTED THE FOLLOWING CANNOT BE**

CHANGED: ENCL 1 (1-4) AND THE ENDORSEMENT PARAGRAPHS

7. **UPDATING/REVIEWING AN AWARD**

A. ONCE AWARD LINK ARRIVES IN INBOX, MAKE SURE THAT YOU ARE

REGISTERED TO OPEN THE AWARD.

(1) CASES WERE A LINK WILL NOT OPEN:

(A) AWARD IS COMPLETE IN ARCHIVES OR AT HQMC FOR PROCESSING

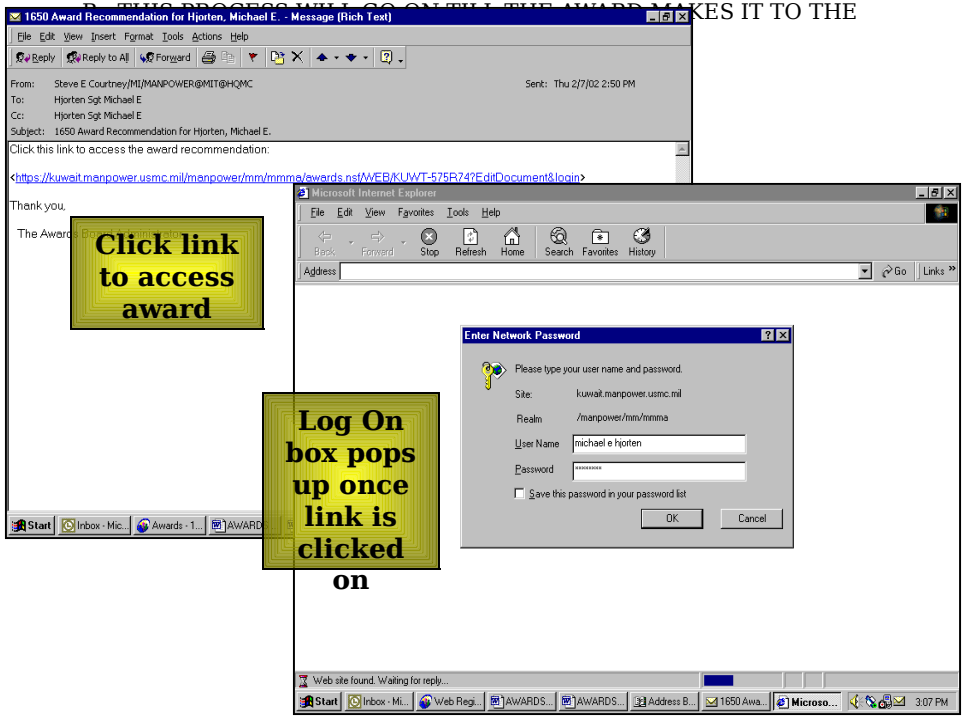
(B) AWARD HAS BEEN DELETED, IN THIS CASE AWARD WILL NEED TO

BE RE- SUBMITTED.

(C) ADDRESS MAY BE NO GOOD AND NEEDS UPDATED (SERVER

CHANGE)

D. THIS PROCESS WILL GO ON TILL THE AWARD MAKES IT TO THE


1650 Award Recommendation for Hjorten, Michael E. - Message (Rich Text)
Click this link to access the award recommendation:
Click link to access award
Microsoft Internet Explorer
Enter Network Password
Please type your user name and password.
Site: kuwait.manpower.usmc.mil
Realm /manpower/mm/mmma
User Name michael e hjorten
Password
Save this password in your password list
OK
Cancel
Log On box pops up once link is clicked on

8. **AWARDING AUTHORITY**

A. AWARDING AUTHORITY SIGNS AND PUTS IN FINAL LEVEL OF AWARD

APPROVED.

B. ONCE AN AWARD IS SIGNED IN BLOCK 24, THAT ADJUTANT/S-1

SHOULD HAVE COPIES OF THIS AWARD BEFORE THAT E-AWARD IS

SENT TO HQMC FOR OMPF INPUT.

C. 7 DAYS AFTER BLOCK 24 HAS BEEN SIGNED THE SYSTEM WILL

AUTOMATICALLY PULL THE AWARD AND SEND IT TO HQMC FOR

OMPF INPUT. IF YOU DIDN'T PRINT THE CITATION BEFORE BEING

SENT TO HQMC, GO TO THE AWARDS STATUS TO GET THE CITATION.

THINGS FOR AWARDING AUTHORITIES TO REMEMBER FOR AWARDS

> TIME RESTRAINTS ON AWARDS – REFER TO SECNAVINST 1650.1 –

APPENDIX A CHAP 2

> ONLY A TIME RESTRAINTS IF THE AWARD IS GOING TO PRESENTED IT

MUST BE SUBMITTED TO THE AWARDING AUTHORITY IN A

REASONABLE AMOUNT OF TIME (MM-60 DAYS, LM- 90DAYS – THIS IS

HEADQUARTERS MARINE CORPS POLICY OTHER COMMANDS MAY

VARY)

> NO COMMANDER CAN STOP AN AWARD PROCESS, UNLESS IT IS

STOPPING AT THAT AWARDING AUTHORITY – SECNAVINST 1650.1 –

CHAP 2. PARA. 221.5 (PG 2-6)

-EXAMPLE-

BN CO (NA AUTHORITY), FEELS A NC IS NOT THE RIGHT AWARD AND HE/SHE HAS NA AUTHORITY AND WANTS TO DECIDE TO GIVE A NA. ONLY THING A LOWER LEVEL CO CAN DO IS PUT IN HIS/HER RECOMMENDATION IN THE VIA BLOCKS PROVIDED. –

(REF: SECNAVINST 1650.1 PG 2-6)

BASIC AWARDING AUTHORITY STRUCTURE

This is just for the basic chains of command, this could be different for those who full under tenant commands or a different chain from the usual.(depending on level of award)

For a reference to these awarding authorities or one is not listed, please refer to the SecNavInst 1650.1 or MCO 1650.19.

SECRETARY OF THE NAVY Awards the following:

- PRESIDENTIAL UNIT CITATION
- NAVY UNIT COMMENDATION
- DISTINGUISHED SERVICE MEDAL & BELOW

-COMBAT AWARDS (IE: NAVY CROSS/ SILVER STAR) (*UNLESS DELEGATED*) * **OP ENDURING FREEDOM/OP IRAQI FREEDOM CURRENTLY: BRONZE STAR AND BELOW DELEGATED TO CMC & MARCENT**

- AWARDS FOR FORIEGN SERVICE MEMBERS
- AWARDS FOR GENERAL OFFICERS
- AWARDS FOR TERRORIST ACTIONS

-AIR MEDAL (STRIKE/FLIGHT & COMBAT) (**UNLESS DELEGATED**) * **CURRENTLY DELEGATED TO CMC, MARCENT, I MEF, AND 3D MAW FOR OIF**

- COMBAT ACTION RIBBON (*UNLESS DELEGATED*) **OP ENDURING FREEDOM/OP IRAQI FREEDOM CURRENTLY: BRONZE STAR AND BELOW DELEGATED TO CMC (OEF – 5TH FLEET) (OIF – WARTIME SUBDELEGATION)**

COMMANDANT OF THE MARINE CORPS Awards the following:

- MERITORIOUS UNIT COMMENDATION
- LEGION OF MERIT **with COMBAT DISTINGUISHING DEVICE (FOR OIF/OEF – DELEGATED BY SECNAV) & BELOW**

- DISTINGUISHED FLYING CROSS **with COMBAT DISTINGUISHING DEVICE (FOR OIF/OEF)**
- BRONZE STAR AND BELOW **(OP ENDURING FREEDOM & OP IRAQI FREEDOM ONLY FOR CMC AND MARCENT & I MEF MarAdmin 103/03 & 111945Z JUN/03)**

- PURPLE HEART***MARCENT & I MEF HAVE AUTHORITY FOR OP IRAQI FREEDOM Messages – MARCENT Authority, MARCENT Revised, & I MEF Authority**

- NAVY AND MARINE CORPS MEDAL (EXCEPT FOR TERRORIST ACTIONS – DELEGATED BY SECNAV TO NOW APPROVE FOR TERRORIST ACTIONS)

MARFORLANT/PAC/RES & MCCDC Awards the following:

- LEGION OF MERIT (RET ONLY) & BELOW
- MERITORIOUS SERVICE MEDAL FOR MCB UNITS

- AIR MEDAL (<u>INDIVIDUAL ACTION ONLY FOR NON-COMBAT</u>) FOR MCBASE UNITS

MARINE EXPEDITIONARY FORCE I, II, III Awards the following:

- MERITORIOUS SERVICE MEDAL & BELOW

- AIR MEDAL (<u>INDIVIDUAL ACTION ONLY FOR NON-COMBAT</u>) FOR FMF UNITS

DIVISION, FSSG, MAW, MCB, TECOM, SYSCOM, COMCABWEST/EAST, EDCOM

(1ST FLAG OFFICER IN THE COC) Awards the following:

- MERITORIOUS SERVICE MEDAL & BELOW

BATTALION & SQUADRON COMMANDERS Award the following:

-NAVY AND MARINE CORPS ACHIEVEMENT MEDAL - NAVY AND MARINE CORPS COMMENDATION MEDAL FO

SOLUTED CUBS

BASIC AWARDING AUTHORITY STRUCTURE

This is just for the basic chains of command, this could be different for those who full under tenant commands or a different chain from the usual.(depending on level of award)

For a reference to these awarding authorities or one is not listed, please refer to the SecNavInst 1650.1 or MCO 1650.19.

NOTES IN REGARDS TO AWARDING AUTHORITY

HEADQUARTERS U.S. MARINE CORPS DEPARTMENTS / ACTIVITIES

All HQMC Departments and Activities will submit all Navy and Marine Corps Achievement Medals and above to the HQMC Awards Branch (MMMA) for processing. Each award will go through the board process then to the Assistant Commandant of Commandant of the Marine Corps for final decision, unless the award is for the Secretary of the Navy's decision. General Officers within these Departments can only give out Certificate of Commendations.

EXAMPLES: M&RA, PP&O, P&R, AVIATION, MCOTEA, C4, INTEL, I&L, IGMC, HEALTH SERV, HD, AR DIV, SJA, PA, LEGISLATIVE ASST OF CMC, SAFETY DIV, etc…

COMMANDS THAT NEED TO SEND **NMCCM AND ABOVE** TO MMMA – MARINE BARRACKS 8TH & I, MARINE SUPPORT BATTALION, FT MEADE

COMMANDS THAT NEED TO SEND **MSM AND ABOVE** TO MMMA – MARINE CORPS RECRUITING COMMAND, LOGISTICS COMMAND (MCLB's, BARSTOW/ALBANY, MARCORSYSCOM)

****MOVSM** – This award will go to the BN CO (HQBN Henderson Hall or HQSVCBN, MCB Quantico) vice coming to HQMC.

➢**ALL IRR/MTU MARINES**

Per guidance from the Marine Corps Reserve Support Command all IRR/MTU Marines will need to go through MCRSC for endorsement. This goes for Marines that are

TAD/TDY out to Joint Commands or other services also.

➢**AWARDS TO MARINES ASSIGNED TO A SISTER SERVICE OR JOINT COMMAND & MARINES THAT ARE TAD/TDY TO ANOTHER UNIT**

Refer to MarAdmin 248/01& 144/03 for guidance in regards to these issues.

> AWARDS TO MARINES ASSIGNED TAD/TDY TO ANOTHER MARINE UNIT

Award Recommendations need to be sent to the Marines Parent Command for consideration. A Marine must be attached in order for him/her to receive an award from that

command.

9. **SUBMITTING A COMBAT ACTION RIBBON OR HUMANITARIAN SERVICE VIA THE WEBSITE**

A. CLICK ON SUBMIT A CAR/HSM IN THE SCREEN WITH THE RIBBONS (SAME AREA TO SUBMIT A

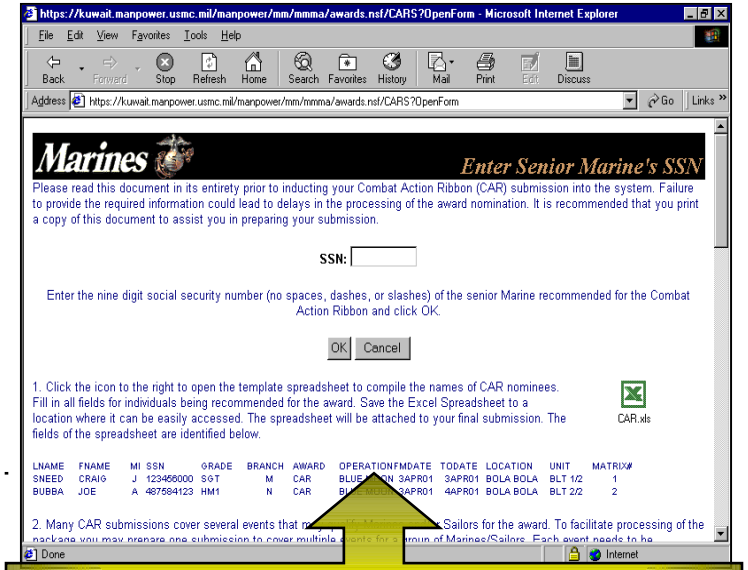
PERSONAL AWARD RECOMMENDATION.

B. FOLLOW THE DIRECTIONS AS GUIDED ON THE MAIN PAGE. THESE INSTRUCTIONS YOU KNOW

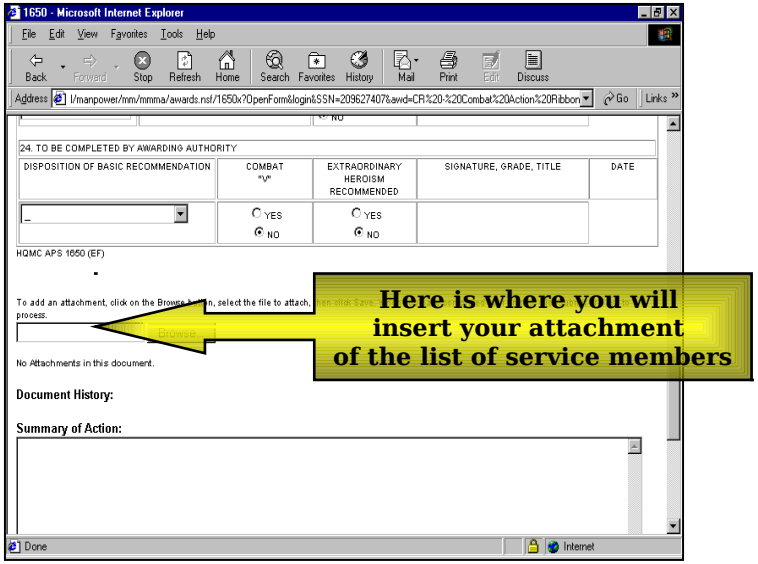
ABOUT INSERTING THE EXCEL DOCUMENT OF THE LIST OF NAMES OR MARINE NOMINATED.

CLICK OK AND LOGIN.

C. ONCE SCREEN BELOW SHOWS UP, INSERT THE SSN OF THE MOST SENIOR INDIVIDUAL OF THE LIST YOU


https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/CARS?OpenForm - Microsoft Internet Explorer
Marines
Enter Senior Marine's SSN
Please read this document in its entirety prior to inducting your Combat Action Ribbon (CAR) submission into the system. Failure to provide the required information could lead to delays in the processing of the award nomination. It is recommended that you print a copy of this document to assist you in preparing your submission.
SSN:
Enter the nine digit social security number (no spaces, dashes, or slashes) of the senior Marine recommended for the Combat Action Ribbon and click OK.
OK
Cancel
1. Click the icon to the right to open the template spreadsheet to compile the names of CAR nominees. Fill in all fields for individuals being recommended for the award. Save the Excel Spreadsheet to a location where it can be easily accessed. The spreadsheet will be attached to your final submission. The fields of the spreadsheet are identified below.
CAR.xls
LNAME FNAME MI SSN GRADE BRANCH AWARD OPERATION FMDATE TODATE LOCATION UNIT MATRIX#
SNEED CRAIG J 123456000 SGT M CAR BLUE MOON 3APR01 3APR01 BOLA BOLA BLT 1/2 1
BUBBA JOE A 487584123 HM1 N CAR BLUE MOON 3APR01 4APR01 BOLA BOLA BLT 2/2 2
Done
Internet

Read on about how to use and submit the CAR for your service members. Remember the CAR & HSM are personal awards not a unit awards. Thus the reason for a by-name listing.



Here is where you will insert your attachment of the list of service members

10. **FIELDS ON 1650 THAT CAN BE CHANGED ONLY BY HQMC AWARDS (TROUBLESHOOTING)**

- CHANGE EMAIL ADDRESS IN POC OR PREPARER BLOCK AT TOP

- CHANGE THE NAME OR SOCIAL SECURITY NUMBER

- ORIGINAL RECOMMENDATION OF AWARD (BLOCK 8) ORIGINATOR (BLOCK 22) MUST

CONTACT HQMC FOR CHANGE

- ERASE/DELETE A SIGNATURE

- RANK NEEDS UPDATED

- AWARDING AUTHORITY NEEDS AUTHORIZATION

- SIGNATURE ICON IS NOT APPEARING

- LINKS: ONLY CALL HQMC IF NO OTHER INDIVIDUALS HAVE THIS LINK. LINKS ARE GIVEN

ONLY TO INDIVIDUALS THAT ARE IN THE PROCESS OF THAT AWARD.

- POLICY QUESTIONS SHOULD GO THROUGH HEADQUARTERS FIRST, THEY WILL CONTACT

HQMC IF NOT ABLE TO ANSWER. *THERE ARE SOME LISTED IN SECTION 13*.

PLEASE EXHAUST ALL LOCAL RESOURCES PRIOR TO CALLING HQMC.

- NEED A PRINTOUT OF A 1650 THAT HAS BEEN CLOSED OUT AND IS COMPLETE IN ARCHIVES.

- PASSWORD REQUESTS, USERNAMES GO THROUGH WEBSITE HELP UNDER REGISTRATION

FREQUENTLY ASKED QUESTIONS

➢QUESTION: MY COMMANDING OFFICER SIGNED AN AWARD AND SUBMITTED TO HQMC, I NEED

TO GET THE CITATION?

ANSWER: GO TO THE STATUS PAGE AND PULL UP THE MARINE, THERE YOU CAN GET THE SOA

AND CITATION.

➢QUESTION: I HAVE AN AWARD IN THE SYSTEM THAT IS ABOUT TO BE DELETED, I NEED FOR IT

TO STAY IN THE SYSTEM

ANSWER: LOG INTO THE AWARD AND SUBMIT IT TO YOURSELF OR TO ANOTHER USER THIS

WILL RESTART THE TIME

➢QUESTION: KEEP GETTING THE PAGE CANNOT BE DISPLAYED WHEN

CLICKING ON THE LINK

➢QUESTION: WHEN SUBMITTING AN AWARD, I GET THE FORM PROCESSED

ERROR?

CAUSE: HITTING ENTER VICE CLICKING ON THE OK

➢QUESTION: WHY IS THE SIGNATURE ICON MISSING FROM THE 1650, OR I

SIGNED THE AWARD AND HIT SUBMIT AND GOT AN ERROR?

ANSWER: NEED TO CONTACT HQMC AWARDS BRANCH TO REMOVE THE

LAST USERS SIGNATURE ON THE 1650.

CAUSE: PREVIOUS USER IS HITTING THE SUBMIT LINK MORE THEN

ONCE AFTER THEY CLICK THE SIGNATURE ICON.

➢QUESTION: THE USER I SENT THE LINK TO NEVER RECEIVED THE LINK?

ANSWER (1): LOG INTO THE LINK AND TRY TO RESEND, VERIFYING THE

EMAIL ADDRESS TO THE OUTLOOK EMAIL SYSTEM.

(2): THE LINK FORWARDED TO YOUR EMAIL FROM THE AWARDS

SYSTEM, FORWARD THAT EMAIL THROUGH OUTLOOK TO

THE NEXT USER.

CAUSE: THE SYSTEM SERVER THAT HANDLES THE EMAIL MAYBE

ENCOUNTERING DIFFICULTIES, OR THE EMAIL ADDRESS IS

INCORRECT.

➢ QUESTION: I NEVER RECEIVED A LINK TO THE AWARD I PREPARED?

ANSWER: CONTACT THE COMMAND POC OR FWD/CC USERS TO GET THE

LINK BACK. IF THEY DON'T HAVE IT CONTACT HQMC.

CAUSE: THE EMAIL ADDRESS IN THE COMMAND POC BLOCK IS WHO

RECEIVED THE AWARD LINK, OR THE EMAIL ADDRESS WAS

TYPED INCORRECTLY

➢QUESTION: AFTER SUBMITTING THE AWARD I RECEIVED AN

FAQ's CONT.

➢QUESTION: I KEEP GETTING THE ERROR MESSAGE NO ROWS RETURNED?

ANSWER: THE AWARD WILL NEED TO BE RESUBMITTED IF IN PREPARING

STAGE, IF SUBMITTED INTO THE SYSTEM HQMC MAY BE ABLE

TO FIX THE AWARD.

CAUSE: THE RECOMMENDATION IS NOT FOR A MARINE AND THE

AUTOPOPULATE WAS CLICKED.

➢QUESTION: I KEEP GETTING A MESSAGE SAYING THE CITATION IS TOO LONG, I

CHOPPED IT DOWN SEVERAL TIMES.

ANSWER: USE MICROSOFT WORD AND GO TO TOOLS/WORD COUNT. YOUR

LOOKING FOR THE CHARACTERS WITH SPACES IT NEEDS TO BE

BELOW 1250. FOR UNIT AWARDS IT IS ABOUT 7.5 PGS

➢QUESTION: I REGISTERED WITH THE SYSTEM AND STILL HAVEN'T RECEIVED A

CONFIRMATION FOR MY USERNAME AND PASSWORD?

ANSWER: PUT IN A FORGOTTEN PASSWORD REQUEST

CAUSE: THE EMAIL ADDRESS THAT WAS GIVEN IS INCORRECT OR THERE IS

A SERVER PROBLEM WITHIN THE MAIL SERVER

➢QUESTION: I SUBMITTED A UNIT AWARD AND CANNOT ADD ANYTHING TO

THE ENDORSEMENT PARAGRAPH(S), ADDITIONAL PERSONNEL, OR

OTHER UNITS ATTACHED?

ANSWER: CONTACT HQMC TO HAVE THOSE INDIVIDUALS OR UNITS ADDED

OR ANY OTHER CHANGE TO THE NONEDITABLE BLOCKS

CAUSE: SO NO ONE CAN ACCESS THE LINK AND ADD IN WHOMEVER THEY

WANT OR ALTER THE RECOMMENDATION PARAGRAPH(S).

➢QUESTION: I CANNOT SEE THE LINK UNDER THE 1650 TO SUBMIT

FAQ's CONT.

➢QUESTION: I CLICK SUBMIT OR SAVE AND GET THE FOLLOWING ERROR:

"SERVER ERROR, NOTES OR SERVER NOT RESPONDING"

ANSWER: THE AWARD WILL TAKE THE CHANGES IT WILL JUST NOT SEND TO

THE NEXT USER OR SEND THE USER SUBMITTING THE AWARD A

LINK TO IT.

*WHAT TO DO:*IF YOU HAVE A LINK IN YOUR EMAIL JUST FORWARD

THAT TO THE NEXT REVIEWER IN THE CHAIN, IF IT CAN WAIT, THEN

HOLD OFF TILL THE MAIL SERVER GOES BACK ONLINE. FOR THOSE

SUBMITTING FROM SCRATCH, CONTACT HQMC TO GET A LINK SENT.

CAUSE: THE SERVER THAT CONTROLS SENDING AND RECEIVING THE

LINKS TO THE AWARDS IS DOWN.

➢QUESTION: WHEN I CLICK THE PRINTER FRIENDLY VERSION, THE NAME

DOESN'T APPEAR?

ANSWER: CALL HQMC AWARDS BRANCH TO HAVE THE AWARD REFRESHED

CAUSE: THIS IS CAUSED WHEN THE AWARD IS ORIGINATED, THE USER TYPES

IN THE NAME VICE USING THE AUTO-POPULATE. THIS WILL BECOME A

PROBLEM FOR OTHER SERVICE PERSONNEL, IN THESE CASES CALL

HQMC TO HAVE THE AWARD REFRESHED.

➢QUESTION: I RECEIVED AN EMAIL FORWARDED TO ME WITH THE LINK AND I

CAN'T ACCESS THE LINK?

CAUSE: USUALLY IF THE EMAIL HAS BEEN FORWARDED SEVERAL TIMES OR

GOING TO AN EMAIL ADDRESS OUTSIDE THE NORMAL .MIL DOMAIN IT

WILL CAUSE THE LINK TO BREAK. SEE INSTRUCTIONS BELOW TO SEE

HOW TO FIX:

11. **ARCHIVE AWARDS, THINGS TO KNOW**

- ONCE ARCHIVED, NO AWARD LINKS CAN BE ACCESSED.
- THIS MEANS THE 1650 IS NOT AVAILABLE FOR YOUR FILES.
- ONCE IN ARCHIVES IF AN ERROR OR AWARD NEEDS TO BE CHANGED

ONLY HQMC CAN DO THIS CHANGE. IF THIS IS THE CASE A EMAIL WILL

NEED TO BE SENT TO: AWARDS@MANPOWER.USMC.MIL

12. **AWARDS STATUS (HOW TO USE)**

A. REASONS YOU MAY NEED TO USE THE AWARDS STATUS:

(1) CHECK STATUS OF AWARDS

(2) SEE WHAT AWARDS IN PROCESS FOR YOUR UNIT

(3) OBTAIN A SAMPLE CITATION OR SUMMARY OF ACTION TO WRITE

AN AWARD

(4) AWARD SENT TO HQMC AND NEED THE CITATION TO PUT ON

FINAL CERTIFICATE.

B. SEARCHING CURRENT AWARDS

(1) LAST NAME SEARCH (SEARCHES FOR A SPECIFIC SERVICE

MEMBER:

(A) TYPE IN AS FOLLOWS: MARINE, MICHAEL E, THIS WILL PULL

UP THE BEST RESULTS

(2) FULL TEXT SEARCH (SEARCHES FOR ANYTHING UNDER THE

RECOMMENDATION):

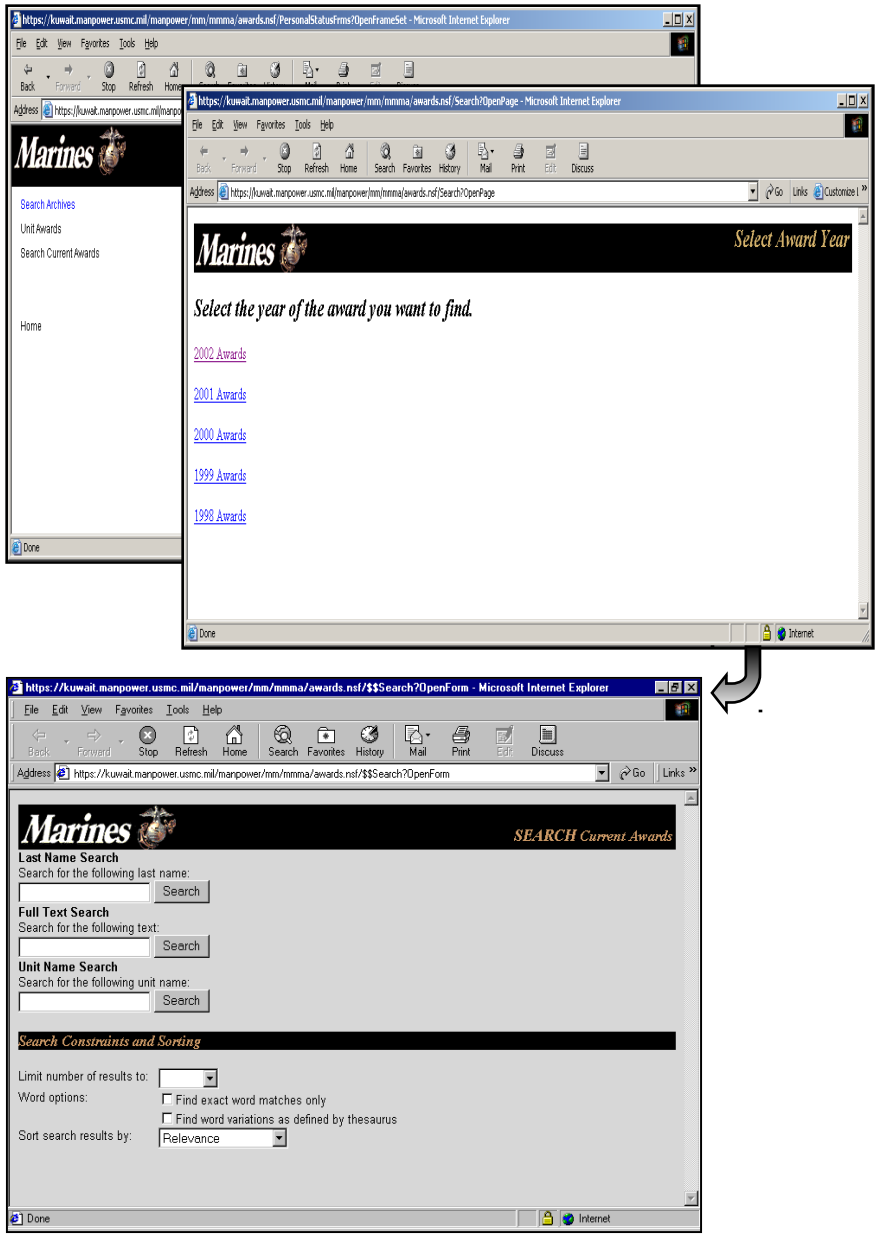
(A) TYPE IN ANYTHING YOUR LOOKING FOR AND ALL AWARDS

WILL PULL UP WITH THIS

(B) **GOOD TOOL TO LOOK FOR ALL AWARDS THAT WERE**

SUBMITTED UNDER YOUR UNIT

EX: TYPE IN MCB LEJEUNE THIS WILL PULL UP ALL AWARDS UNDER MCB LEJEUNE, YOU CAN ALSO TYPE THE MCC/BIC



AWARDS STATUS (HOW TO USE) CONT.

C. SEARCHING ARCHIVES

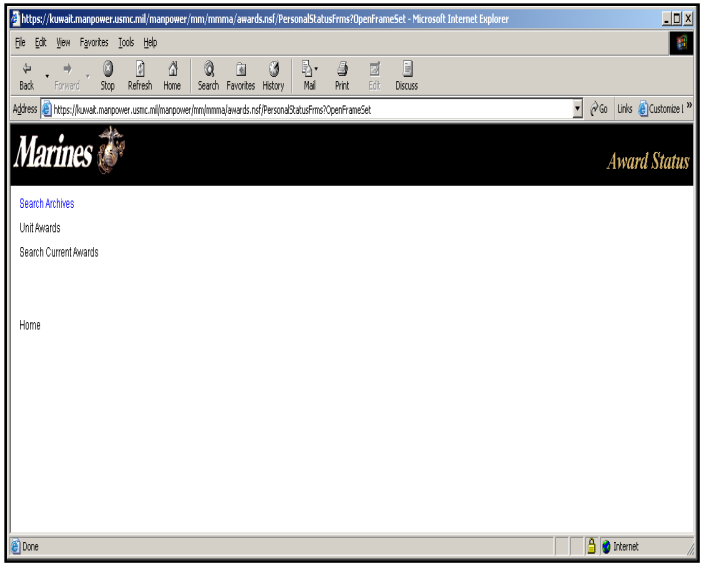
(1) LAST NAME SEARCH (SEARCHES FOR A SPECIFIC SERVICE MEMBER:

(A) TYPE IN AS FOLLOWS: MARINE, MICHAEL E, THIS WILL PULL UP THE BEST RESULTS

D. SEARCHING UNIT AWARDS

(1) JUST CLICK ON THE UNIT YOU WISH TO SEE THE STATUS OR TO SEE THE CITATION AND

WHO IS ENTITLED TO WEAR



STATUS CODES:

NEW: AWARD IS STILL GOING THROUGH THE CHAIN OF COMMAND FOR APPROVAL,

AND HAS NOT BEEN SENT TO HQMC AWARDS FOR OMPF INPUT, THIS DOES

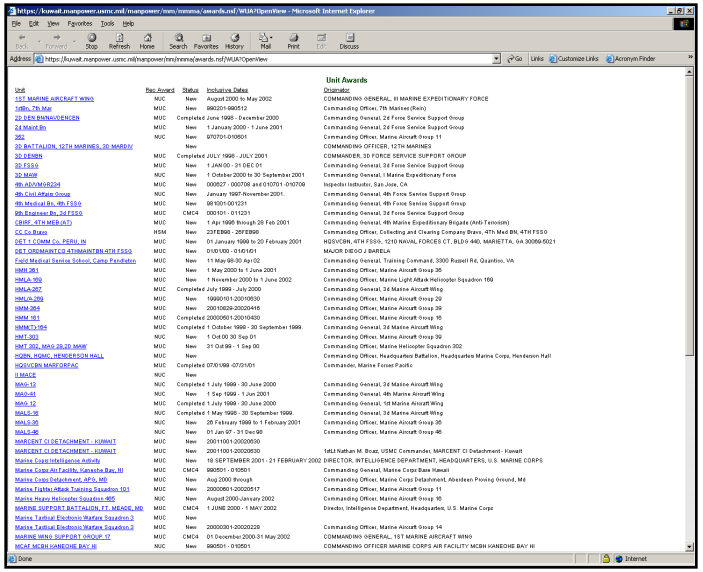
NOT MEAN THE AWARD HAS JUST BEEN STARTED

COMPLETED: THE AWARD IS IN THE ARCHIVES AND WILL ONLY SHOW COMPLETED IF YOU

ARE VIEWING IT IN THE ARCHIVES

NEW MAIL RECEIVED: THE AWARD HAS JUST ARRIVED AT HQMC

DISAPPROVED: THE AWARD WAS DISAPPROVED BY THE AWARDING AUTHORITY



THE FOLLOWING CODES ONLY APPLY FOR HEADQUARTERS MARINE CORPS AWARDS THAT REQUIRE CMC OR SECNAV ACTION

STAFF/2: MEANS IT IS AT HQMC AWARDS AWAITING A BOARD FOR PROCESS

BOARD 1-2E: THE AWARD IS ON A BOARD AT HQMC FOR PROCESSING

CMC 1-4: THE AWARD IS AT CMC FOR FINAL DECISION OR RECOMMENDATION IF LEVEL

OF AWARD NEEDS TO GO TO SECNAV

SECNAV: THE AWARD IS AT SECNAV FOR FINAL DECISION

MMMA 2-2B: THE AWARD IS WITH OUR WRITERS AND BEING PUT ON FINAL CITATION AND

FOR BEING PREPARED FOR MAIL OUT

MMMA 2C: CAR/HSM IS WITH THE UNIT AND SERVICE AWARDS SECTION FOR

RECOMMENDATION

13. **OTHER GOOD SOURCES OF INFORMATION ON WEBSITE**

A. REFERENCES:

(1) DOD 1348.33 – MANUAL OF MILITARY DECORATIONS & AWARDS

(2) SECNAVINST 1650.1 – NAVY AND MARINE CORPS AWARDS MANUAL

(3) MCO 1650.19 – ADMINISTRATIVE AND ISSUE PROCEDURES FOR

DECORATIONS, MEDALS, AND AWARDS

(4) NAVMC 2922 –UNIT AWARDS MANUAL (ONLY FOR PUC, NUC, MUC,

JMUA) NO SERVICE AWDS

(5) MARADMINS/ALMARS – ALL NAVAL MESSAGES RELEASED FROM THE

AWARDS BRANCH BACK TO 1995

(6) AWARD CRITERIA – CRITERIA FOR AWARDS AND SAMPLE CITATION

(7) REPLACEMENT MEDALS – ADDRESS AND POC OF WHERE TO WRITE IF

WANTING A REPLACEMENT OF MEDALS AND AWARDS

(8) APS AWARDS BRIEFS – BRIEFS USED WHEN SHOWING AWARDS

SYSTEM TO COMMANDS

(9) OTHER AWARDS PROGRAMS – PROGRAMS FOR AWARDS NAMED

AFTER FORMER MARINES & OF THE YEAR AWARDS

(10) OPS 1990-PRESENT – SHOWS ALL UNIT SERVICE AWARDS GIVEN FOR

THOSE OPS (Now located under the references section)

B. OTHER RELATED SITES – LINKS TO OTHER WEBSITES THAT HAVE SOME

RELATION TO AWARDS OR OUR WEBSITE.

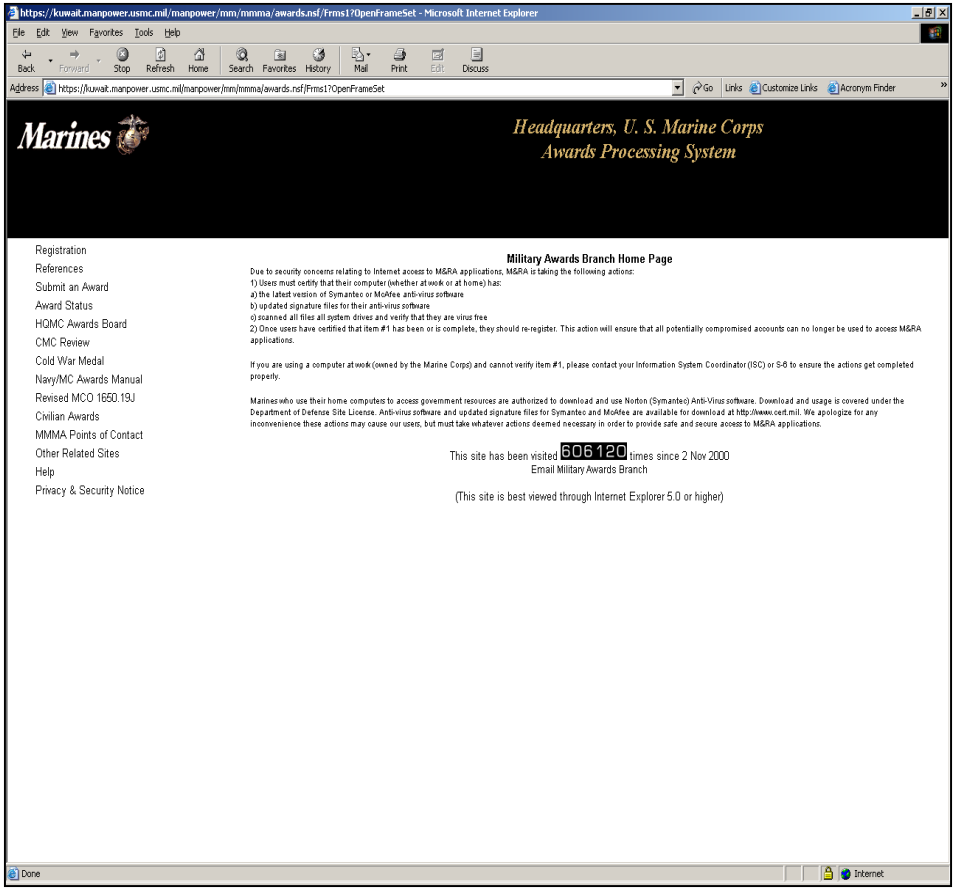
C. MMMA POINTS OF CONTACT – SHOWS THE AWARDS BRANCH SECTIONS

AND THE HEAD OF THOSE SECTIONS WITH POC INFORMATION TO GET IN

TOUCH.

D. HELP – THIS IS BEING UPDATED AS WE GO ALONG. THE BRIEF ATTACHED

IS WHAT WAS GIVEN OUT TO COMMANDS TO ASSIST THEM IN


https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/Frms1?OpenFrameSet - Microsoft Internet Explorer
Marines
Headquarters, U. S. Marine Corps
Awards Processing System
Registration
References
Submit an Award
Award Status
HQMC Awards Board
CMC Review
Cold War Medal
Navy/MC Awards Manual
Revised MCO 1650.19J
Civilian Awards
MMMA Points of Contact
Other Related Sites
Help
Privacy & Security Notice
Military Awards Branch Home Page
Due to security concerns relating to Internet access to M&RA applications, M&RA is taking the following actions:
1) Users must certify that their computer (whether at work or at home) has:
a) the latest version of Symantec or McAfee anti-virus software
b) updated signature files for their anti-virus software
c) scanned all files all system drives and verify that they are virus free
2) Once users have certified that item #1 has been or is complete, they should re-register. This action will ensure that all potentially compromised accounts can no longer be used to access M&RA applications.
If you are using a computer at work (owned by the Marine Corps) and cannot verify item #1, please contact your Information System Coordinator (ISC) or S-6 to ensure the actions get completed properly.
Marines who use their home computers to access government resources are authorized to download and use Norton (Symantec) Anti-Virus software. Download and usage is covered under the Department of Defense Site License. Anti-virus software and updated signature files for Symantec and McAfee are available for download at http://www.cert.mil. We apologize for any inconvenience these actions may cause our users, but must take whatever actions deemed necessary in order to provide safe and secure access to M&RA applications.
This site has been visited 606120 times since 2 Nov 2000
Email Military Awards Branch
(This site is best viewed through Internet Explorer 5.0 or higher)
Done
Internet

14. **POLICY THINGS TO KNOW**:

A. NO AWARD CAN BE STOPPED OR DISAPPROVED EXCEPT FOR THE

AWARDING AUTHORITY CAN DO THIS. REF: SECNAVINST 1650.1

B. ONLY A COMMISSIONED OFFICER CAN SIGN IN THE 1650 BLOCKS

OF AN AWARD RECOMMENDATION. REF: SECNAVINST 1650.1

C. ONLY THE ORIGINATOR CAN HAVE AN AWARD DELETED OR

AWARD RECOMMENDATION CHANGED.

D. ONLY COMMANDERS AND COS/XO (IF ACTING "FOR") CAN SIGN IN

BLOCK 24 OF AN AWARD.

E. ALL AWARDS MUST HAVE A SUMMARY OF ACTION, EVEN FOR A

NAVY ACHIEVEMENT MEDAL IMPACT OR END OF TOUR WILL

REQUIRE A SOA. REF: MCO 1650.19,SECNAVINST 1650.1 &

MARADMIN 472/00.

F. AWARDS CANNOT MENTION ANY OTHER AWARDS THAT THEY

MAY HAVE RECEIVED DURING THAT END OF TOUR AWARD.

G. THE AWARDING AUTHORITY COMMAND ISSUES THE AWARD, IF

THAT AWARD IS NOT PRESENTED TO THE MARINE OR SOMEHOW

GETS LOST OR HE/SHE WAS NOT PRESENTED WITH THE AWARD IT

IS THAT COMMANDS RESPONSIBILITY TO REISSUE THE AWARD

WITH APPROPRIATE CITATION. REF: SECNAVINST 1650.1 ALSO

STATES ABOUT UNDELIVERABLE.

H. PERSONAL AWARD RECOMMENDATION FOR FOREIGN SERVICE

MEMBERS (THAT ARE ASSIGNED TO A MARINE CORPS UNIT)

SECNAV HOLDS APPROVAL AUTHORITY FOR THESE

K. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL – NO CITATION REQUIRED, JUST A SUMMARY OF ACTION REF: MARADMIN 461/00

L. LEIUTENANT COLONEL'S AND ABOVE ARE NOT ELIGIBLE FOR THE NAVY AND MARINE CORPS ACHIEVENT MEDAL.

QUESTIONS AND CONCERNS PLEASE CHECK OUT THE REFERENCES LOCATED UNDER THE REFERENCES LINK ON THE MAIN WEBSITE.

RECOMMENDED FOR USERS/UNITS USING THE SYSTEM

EMAIL ADDRESS BE VERIFIED FROM OUTLOOK GLOBAL ADDRESS BOOK

UNITS SHOULD CREATE A ORGANIZATIONAL OR SECTIONAL MAILBOX (OMB, SMB). REASON FOR THIS IS IN THE CASE A USER HAS DEPARTED OR NOT IN OFFICE, IT WILL ALSO CONSOLIDATE ALL THE LINKS INTO ONE MAILBOX.

***CONTACT THE USER SENDING TO, TO VERIFY RECEIPT* (PLEASE GIVE A 10-15 MIN WAIT)**

CHECK AWARDS REGULARLY MAKING SURE THEY ARE STILL IN PROCESS

UNITS SHOULD KEEP A LOG OF ALL AWARDS THAT HAVE BEEN INITIATED WITHIN THEIR UNIT (SEE BELOW FOR NOTE)

AWD STATUS.zip

THE FOLLOWING HAS BEEN CREATED FOR UNITS TO USE TO KEEP TRACK OF THEIR AWARDS – IF THEY WOULD LIKE TO USE, CLICK ON THE ATTACHMENT

(OPEN THE ZIP FILE, JUST CLICK ON THE ATTACHED AND THEN CLICK ON DISABLE MACROS, THEN SAVE TO COMPUTER)

***UNITS THAT HAVE A UNIT MAILBOX, EMAIL IT TO THE SMB AWARDS BOX**

SO IT CAN BE ADDED TO A DISTRIBUTION LIST. THIS LIST WILL ALLOW

HOME AWARDS TO NOTIFY [illegible] STUDENT [illegible]

USMC RIBBON CHART

FOR A CHART OF THE MEDALS DOD WIDE CONTACT HQMC AWARDS BRANCH